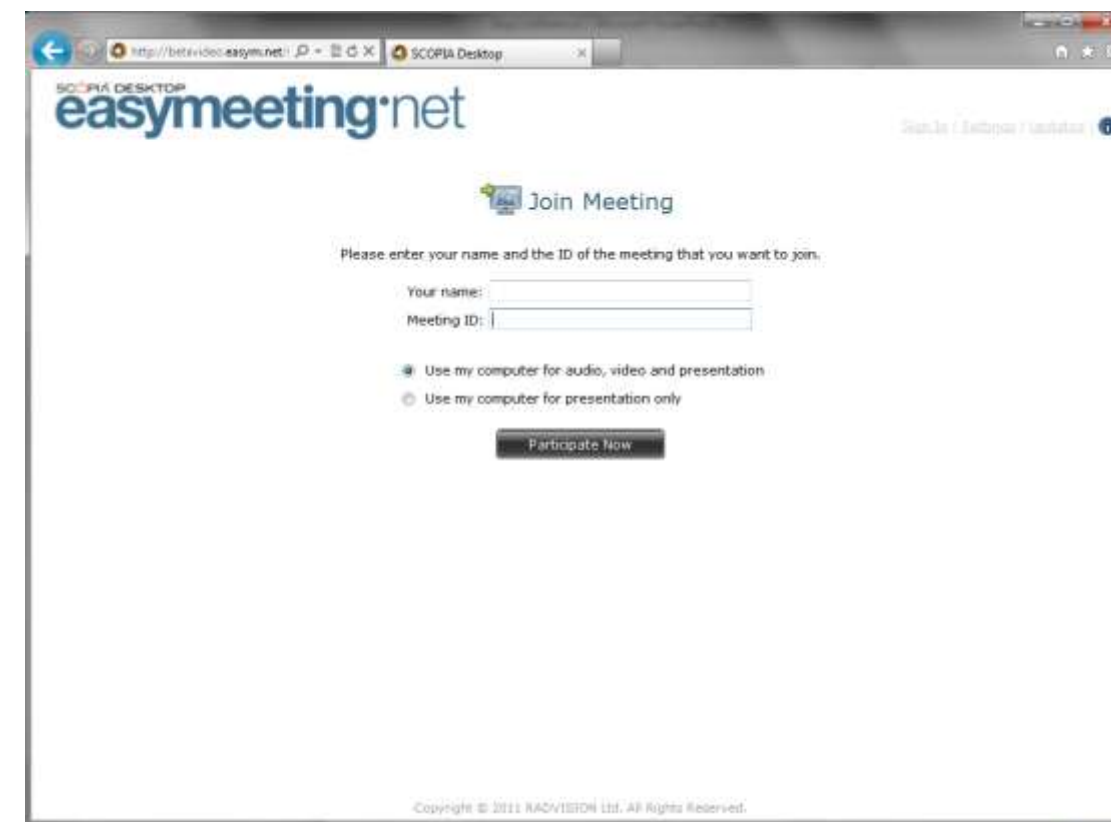


A young man with dark hair, wearing a black long-sleeved shirt and blue jeans, is sitting on a white concrete bench at a beach. He is looking towards the right, with a laptop open on the bench in front of him. The background shows a sandy beach, a row of colorful beach huts, and several multi-story buildings in the distance under a clear sky.

Join from Windows or Mac OS

# Join a meeting from your PC client

- ❑ Start a web browser, navigate to <http://www.easymeeting.net>. Look at the bottom middle box on the website and select a connection point near you (USA or Europe).
- ❑ Enter your name (optional) as a identification during the meeting and the easy number you want to join.
- ❑ Select whether you want to participate with audio/video and presentation or presentation only.
- ❑ Click Participate Now and the client will automatically launch and connect to the meeting.
  - ❑ Note: You will be asked to download and install the conference client if it isn't not already installed. Answer positively on all questions during the installation to successfully install and launch the conference client.



# Scopia Desktop

## Manage the Meeting Layout

### Main View Control



Change the way you watch a meeting using the 'View' button at the top of the meeting room. By default, the SCOPIA Desktop meeting window displays the Automatic layout.

### Common Layout Controls



Swap Views - Switches between the presentation and video panes location



Enter Full Screen - Expands the video or presentation pane to full screen.

### Video controls (located on top of the video pane)



Camera Control – Click to stop your webcam. Click again to resume.



Picture-in-Picture (PiP) – Click to turn your self-view on or off. Click the pull down arrow to select the PiP location.



Remote Video – Select the resolution of received video (High Definition or Standard Definition) and the layout received (Active Speaker or Continuous Presence). Some selections may not be available in all meetings.

### Presentation controls (located on the presentation panel)



Click the 'Present' button on the main toolbar to start presenting. Then select to Share the entire desktop or to Share specific applications

## Manage Your Audio Settings



Click to turn your microphone off.



Click to turn your microphone on and drag the slider next to the button to adjust the volume.



Click to turn your speakers off.



Click to turn your speakers on and drag the slider next to the button to adjust the volume.



# Scopia Desktop

## Present Your Screen or Application

You can share your screen or a specific application with other participants. You may need to have moderation rights to present.



Click the 'Present' button on the main toolbar to start presenting. Then select to Share the entire desktop or to Share specific applications.

## Presentation Controls

The following controls are available while presenting



Change Application – Use this to select a different application to share.



Start Annotating – Click once to freeze the screen and open the annotation tool pane. Click again to exit.



Main Menu – Opens a menu containing advanced options including full moderation capabilities and video handling



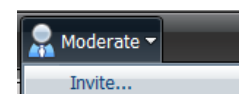
End Presentation – Use this to stop presenting and return to participant mode.

## Moderate the Meeting

From the toolbar, the moderator can perform the following:

- Invite a H.323 or SIP terminal to the meeting.
- Mute/Un-mute a specific participant or all participants
- Disconnect specific participants
- Block/Unblock video of a specific participant or all participants
- Lock Meeting (no new participants allowed)
- Terminate meeting (and disconnect everyone)

## Invite a H.323 or SIP Terminal to the Meeting



Click the Moderate button and choose Invite.

Select the Invite a by address and enter the destination address to call. This can be a easynumber, IP address or SIP address.



Click **Invite** – then click **Close** when done inviting participants.